



CITY OF HOUSTON
FINANCE DEPARTMENT
Strategic Procurement Division

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Mayor

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April 21, 2016

SUBJECT: Letter of Clarification No. 7

REFERENCE: RFP: S69-T25669 SAP Application Administration and Support Services

TO: All Prospective Proposers

CLARIFICATION NO. 7

FOR

REFERENCE: SOLICITATION: S69-T25669
REQUEST FOR PROPOSALS (RFP) FOR SAP APPLICATION ADMINISTRATION
AND SUPPORT SERVICES

For which responses for clarification are scheduled to be received to the
Finance Department Strategic Procurement Division,
2:00 p.m., Central Time on April 15, 2016.

The following changes and/or revisions are incorporated into the above referenced RFP Document as noted. All other provisions and requirements as originally set forth remain enforce and are binding.

1. The following questions and requests for clarification were submitted in accordance with the instructions provided, Communications between the City and Respondents. The City's response (**in bold italics**) follows each question or request for clarification in the table below:

CLARIFICATIONS TO QUESTIONS

Question 1:	On page 9 of the RFP, the evaluation criteria are listed in the following categories: 1. Responsiveness of Proposal 2. Technical Competence 3. Cost Proposal
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Council Members: Brenda Stardig Jerry Davis Ellen R. Cohen Dwight A. Boykins Dave Martin Steve Le Greg Travis Karla Cisneros Robert Gallegos
Mike H. Laster Larry V. Green Mike Knox David W. Robinson Michael Kubosh Amanda Edwards Jack Christie
Controller: Chris Brown

	In addition, it was indicated in the pre-bid meeting that preference points would be awarded for "Hire Houston First" initiative. Our clarification request is as follows: What is the planned proposal scoring sheet, the points allocation awards formula that will be used to determine the selected proposer and/or the percentage of points allocated in each of the above evaluation criteria categories?
COH Response:	<p>Points will be allocated as follows:</p> <ol style="list-style-type: none"> 1. Responsiveness of Proposal – this is a qualifier. If proposal is not deemed responsive then it will not be considered any further. 2. Technical Competence – <ol style="list-style-type: none"> a. Response to Section A of Part II - 40 points <ol style="list-style-type: none"> i. Service Model ii. Experience of resources allocated iii. Experience of the Proposers iv. References b. Rate Card – 30 points 3. Cost – 20 points 4. MWSBE – 10 points for this category <p>The Hire Houston First Affidavit is only required to be submitted by the AWARDED VENDOR ONLY. Hire Houston First program participation will yield <u>5</u> additional points, if applicable. Please refer to the RFP, PART VIII (page 14).</p>

END OF CLARIFICATION NO. 7

Should you have any additional questions or request further clarification regarding this proposal, please contact Regina Spencer at regina.spencer@houstontx.gov or (832) 393-8707.

Sincerely,

Regina Spencer

Regina Spencer
Sr. Procurement Specialist

/rs

cc: File